



## **Interested in working for First 5 San Bernardino?**

**The following positions are available:**

- Administrative Analyst
- Contracts Analyst
- Executive Assistant
- Office Specialist
- Program Analyst, Research
- Program Specialist

### **How to apply:**

To apply for any of our open positions, please submit a current resume, a completed original Employment Application and List of Related Coursework, if applicable, to:

#### **First 5 San Bernardino**

330 N. D St., 5th Floor  
San Bernardino, CA 92415

Faxed or e-mailed applications will not be accepted. For job descriptions and employment application, go to [www.first5sanbernardino.org](http://www.first5sanbernardino.org).

#### **Questions?**

See Frequently Asked Questions below or call First 5 San Bernardino at 909.386.7706.

First 5 San Bernardino is an equal opportunity employer.

#### **Frequently Asked Questions:**

##### **1. Do the positions include benefits?**

All positions include:

- Employee health insurance (medical and dental)
- Paid vacations and holidays
- Cumulative sick leave
- Retirement plans

**2. When did the positions open and when do they close?**

All positions opened Sunday, June 10, 2007 and will close at 5:00 P.M. on Friday, July 13, 2007.

**3. When will interviews be held?**

July through August, 2007.

**4. When do the positions start?**

Positions start in September and October, 2007 (Contracts must be approved by Commission and Board of Supervisors during the month of August and September, 2007)

**5. Can I submit one application for more than one position?**

No, a separate application must be submitted for each position.

**6. Will you accept faxed or e-mailed copies of applications?**

No, an original application must be submitted.

**7. Is a resume required?**

A resume is recommended for all positions.

**8. Can I submit a resume instead of completing an application?**

No, an original application must be submitted.

We are not able to make copies, provide receipts, or return resumes or any other information submitted.

For more information on **First 5 San Bernardino** and to print application and job descriptions, please go to [www.first5sanbernardino.org](http://www.first5sanbernardino.org).